

Agenda Item Form

Agenda Date: 04/06/04

Districts Affected: N/A

Dept. Head/Contact Information: [Library, Carol Brey, (915) 543-5413]

Type of Agenda Item:

- | | | |
|--|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Reinstatement</u> | | |

Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: _____

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☐ High ☒ Medium ☐ Low # of days: _____

Why is this item necessary:

The employee has resigned in good standing and meets all the requirements for reinstatement.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary & Benefits

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated

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CITY CLERK'S DEPARTMENT

REINSTATEMENT BACKGROUND INFORMATION

03/25/04

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TO: CIVIL SERVICE COMMISSION

RE: REQUEST FOR REINSTATEMENT
MERAZ, GABRIELA – LIBRARY ASSISTANT

CIVIL SERVICE COMMISSION PROVISION REGARDING REINSTATEMENT:

ARTICLE VI. Section 6.10-10. REINSTATEMENT FOLLOWING RESIGNATION. Any person who has held a classified position and has resigned from the service in good standing and without fault or delinquency will, upon Council approval of a request, be placed on the proper reinstatement list below those on the list because of layoff or job abolishment. Such requests must be made within one year from the date of resignation, except as provided in the Rules. Not more than one reinstatement after resignation may be granted any employee.

Rule 13. Section 7. REINSTATEMENT FOLLOWING RESIGNATION.

c. Upon a determination that a former employee has resigned in good standing, the Council, after receiving a recommendation from the Commission, shall approve the request for the former employee to be placed on a reinstatement list, conditional on the person's passing a medical examination and background investigation, if required by the Commission or Council. Said medical examination must be performed by a physician acceptable to the Council in accordance with the physical specifications established for the position.

d. Those former uniformed employees requesting reinstatement to the Fire, Police, and EMS Departments must take and pass the medical examination and a physical agility test prior to the reinstatement to actual duty. One additional attempt at the physical agility test will be permitted after a period of six months has elapsed for persons failing the agility test on the first attempt. Persons requesting reinstatement to the Police Department will also be required and allowed one opportunity to take a psychological examination prior to reinstatement to actual duty. Persons requesting reinstatement to E.M.S. will also be required and allowed one opportunity to take a medical knowledge and skills test prior to reinstatement to actual duty. (Passed 8/21/84 and amended 8/11/87 & 03/17/92)

Date Reinstatement Request Received: 03/02/04

Date Resignation Effective: 09/14/03

Has individual ever been reinstated after resignation: No

Attachments: Department's Comments
Reinstatement Request
Notice of Termination

EL PASO PUBLIC LIBRARY

m e m o r a n d u m

TO: Terry Bond, Secretary, Civil Service Commission

FROM: Carol A. Brey-Casiano, Director of Libraries *CPB*

COPIES TO: Deborah G. Hamlyn, Deputy CAO-Quality of Life
Grace Sanchez, Library Business Administrator

DATE: March 10, 2004

SUBJECT: Reinstatement Request
Gabriela Meraz – Library Assistant

RECEIVED

MAR 12 2004

De
**HUMAN RESOURCES DEPT.
ADMINISTRATION**

The Library supports Ms. Meraz' request to be reinstated.

Ms. Meraz' supervisors were very pleased with her performance, noting she worked well with both staff and patrons. She spent approximately two-thirds of her time working at public service desks and displayed confidence in handling circulation-related issues. Mr. Meraz could be depended on to resolve problems with minimal supervision.

If you need additional information, please let me know.